



## NOTICE OF VACANCY

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<b>Position Title:</b>	<b>Student Help</b>
<b>Location/Department:</b>	<b>Job &amp; Family Services/<u>Family &amp; Children Services/Benefits Plus</u></b>
<b>Hourly Pay:</b>	<b>\$8.50</b>
<b>Schedule:</b>	<b>Part-time (up to 25 hours/week)*</b>
<b>Hours of Operation:</b>	<b>8:00 a.m. - 5 p.m. (M-F)</b>
<b>Classification:</b>	<b>Unclassified, Non-Exempt</b>
<b>Date Issued:</b>	<b>October 19, 2016</b>
<b>Application Deadline:</b>	<b>Until filled</b>

**This position is not in the Bargaining Unit.**

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### POSITION DESCRIPTION:

The primary purpose of the Student Help position is to perform general clerical duties including scanning case documents into computer programs, inputting data, searching files and retrieving requested data, and sorting and distributing agency mail. This position provides phone and reception support for the Agency and answers, directs calls and inquiries as appropriate. As the front desk support, you will greet customers and general public, providing assistance as needed and notifying appropriate staff of customer's arrival. This position may be required to record minutes during committees or meetings and enter the documentation into computer program. Student help may be asked to monitor/supervise children at the Agency during case planning meetings or appointments. The incumbent is responsible for operating small office machinery (e.g., fax machine, copier, shredder, scanner, and computer). In addition, this incumbent should possess the following qualities: detail oriented, dependable, resourcefulness and willingness to take initiative, professionalism, punctuality and regular attendance.

### MINIMUM QUALIFICATIONS:

- GED or High School Diploma
- **Must be entering or currently attending a post-secondary institution.**
- Ability to add, subtract, multiply & divide whole numbers, complete forms, and write routine correspondence.

### PREFERRED QUALIFICATIONS

- Ability to communicate effectively, both orally and in writing.
- Must be proficient in the use of Microsoft Office Suite, and must be able to quickly learn other computer programs as needed.
- Must be able to work independently and have good problem solving skills.
- Experience working with the public

**Note:** Additional consideration may be given for years and types of experience beyond the preferred qualifications, knowledge, skills, and abilities.

### BENEFITS:

Ohio Public Employees Retirement (OPERS), Sick Leave, and Opportunities for Growth & Promotion.

\*Job & Family Services is willing to work around your class schedule. Applicant must be able to commit 20-25 hours per week during the hours of 8:00 a.m. to 5:00 p.m.

Applicants interested in the above named position are to submit an employment application, resume and letter of interest to the Springview Government Center, c/o Clark County Personnel Office, 3130 East Main St., Springfield, Ohio 45505, fax to (937) 328-2486, or email [hr@clarkcountyohio.gov](mailto:hr@clarkcountyohio.gov). Please be sure to specify skills and experience applicable to the position for which you are applying. Applications may be obtained in the Personnel office or online at <http://www.clarkcountyohio.gov/DocumentCenter/View/284>

**\*Applicants needing accommodation for completing application or interview,  
please contact the Personnel Department at 937.521.2018.**

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